


<b>HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL</b>		
<b>Issue Date</b> January 2023	<b>Review Date</b> January 2024	<b>Directive Number</b> <b>1.5.1</b>
<b>Accreditation Index:</b> 1.5.1, 1.9.1, 1.9.2, 1.9.3		<b>Rescinds:</b> Directive 1.5.1 of February 2021
<b>Chapter:</b> One - Organization & Management		<b>Section:</b> Five – Allocation & Distribution of Personnel
<b>Chief of Police:</b> <i>John F. Viola</i>		

**SUBJECT: SELECTION AND HIRING**

**I. PURPOSE**

The purpose of this Directive is to establish procedures for the recruitment and selection of sworn personnel (full-time or part-time) of the Haverford Township Police Department. The sworn officer selection procedure is designed to ensure the process is efficient, effective and fair. This process is intended to result in the appointment of individuals who possess the skills, knowledge and abilities to be employed by the Department and who exemplify the guiding principles of this agency.

**II. POLICY**

The reputation of any organization is a direct reflection of the quality of its employees. In its recruitment and selection process the Haverford Township Police Department will identify and employ the best candidates available. Through an emphasis on quality recruitment and in full compliance with the law, this process is expected to produce benefits to the department such as a lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations and more efficient and effective police service.

**III. PROCEDURES**

A. Equal Opportunity Employer.

1. Haverford Township and The Haverford Township Police Department are equal opportunity employers. It is the policy of the Department to grant equal employment opportunities to qualified

persons without regard to race, religion, color, national origin, gender, age, marital status, or sexual orientation.

B. Recruitment and Selection

1. The recruitment and selection process for sworn officers is governed by Civil Service Regulations and is designed to appoint the highest quality individuals to serve as police officers while adhering to the guidelines of applicable law including, but not limited to;
    - a) Equal Employment Opportunity Commission (EEOC)
    - b) Title VII – Civil Rights Act of 1964.
    - c) Age Discrimination Act of 1967
    - d) Pennsylvania Human relations Act, as amended
    - e) Americans with Disabilities Act (ADA)
    - f) Commonwealth of Pennsylvania, First Class Township Code
    - g) Pennsylvania Municipal Police Officer’s Education and Training Act (Title 53 Pa C.S.A. § 2161-2167)
      - (1) M.P.O.E.T.C. standards
  2. The Haverford Township Civil Service Commission regulates the procedures for hiring new police officers for the Police Department. These procedures have been codified by the Haverford Township Board of Commissioners through the Township Code Chapter 32.
    - a) This department does not have part-time officers; however the process and procedures for recruitment and selection would be the same for part-time officers as those outlined within this directive for full-time officers.
- (PLEAC 1.5.1a)**
3. The rules and regulations for the Civil Service Commission have been established to ensure that the hiring process is conducted fairly and uniformly for all eligible applicants.
  4. All testing and hiring procedures will conform to the applicable Civil Service rules and regulations.

5. The General examination requirements for the position of Police Officer will consist of:
  - a) Written examination: 50%.
  - b) Physical agility test: pass/fail.
  - c) Oral examination: 50%.
  - d) Background investigation: pass/fail.
    - (a) The background investigation will include at a minimum verification of qualifying credentials; a review of any criminal or non-criminal record; and verification from at least three personal references.  
(PLEAC 1.5.1b)
  - e) Polygraph examination: pass/fail.
    - *Haverford Township Ordinance Chapter 32 – Police Department Civil Service Rules and Regulations*
6. Upon completion of all testing, the Civil Service Commission will provide to the Board of Commissioners a list of qualified applicants who have successfully completed all aspects of the testing process. From this list the Board of Commissioners will certify an appropriate number of candidates for the employment openings in the Police Department.

C. Conditional Offer of Employment

1. Successful candidate(s) will be given a written offer of employment, conditional upon successful completion of medical and psychological examinations.
  - (a) A medical examination will be performed and a drug screening will be conducted, prior to appointment, to certify the general health of each candidate for a sworn position. The medical examination must be performed by a Pennsylvania-licensed physician, physician's assistant, or certified nurse practitioner.  
(PLEAC 1.5.1 c)
  - (b) A psychological fitness and an emotional stability examination will be conducted by a Pennsylvania-licensed psychologist, prior to appointment, to certify the mental health and emotional stability of each candidate for a sworn position.  
(PLEAC 1.5.1 d)

D. Final Offer of Employment

1. Upon review of medical and psychological reports by the Chief of Police, a successful candidate will receive a written final offer of employment. The candidate must accept or deny the offer within 10 business days. If there is no response, the Chief of Police or his/her designee, will attempt to make verbal or physical contact with the candidate. If the candidate has not responded or cannot be contacted within 10 business days, the lack of response will be considered a decline of the offer of employment.

E. Oath of Office

1. The Oath of Office will be administered to newly hired officers in accordance with the provisions of Directive # 1.1.1 – Oath of Office.

F. Probationary Period

1. All newly hired police officers shall serve a one year probationary period in accordance with Chapter 32 Section 44 of the Haverford Township Ordinances. This period shall commence from the time the Oath of Office is administered for newly hired officers who already have ACT 120 certification. For those newly hired officers who must attend the Police Academy, the probationary period will begin the date of successful completion and graduation from that academy.

**BY ORDER OF THE CHIEF OF POLICE**